

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

ADMINISTRATION
 STATE PROCUREMENT OFFICE
 STATE OF HAWAII

To: Chief Procurement Officer

4 ABR 27 A11:56

From: Department of Human Services
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

To implement and coordinate a project to inform potential applicants of the simplified food stamp application and eligibility determination process. The project will also assess simplification measures which would improve access to food stamp benefits by eligible households.

| | | |
|---|---|---|
| Provider Name: Legal Aid Society of Hawaii | Total Contract Funds: \$250,000.00 | Term of Contract: |
| Provider Address: 924 Bethel Street, Honolulu, HI 96813 | Contract Funds per Year (as applicable). | From: To: July 1, 2004 June 30, 2007 |

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

See attached.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

See attached.

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

A description of the state agency's internal controls and approval requirements for the exempted procurement:
Contract will be executed between the Department of Human Services (DHS) and Legal Aid Society of Hawaii (LASH) specifying the purpose, goals and objectives, strategies, outcomes and specific responsibilities of the parties. LASH will prepare and submit reports to DHS in accordance with the terms of the negotiated agreement. The outcome evaluation will be based on the increase in the number of food stamp applications and recipients.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Lillian B. Koller, Esq., Director

Henry Oliva, Deputy Director

Patricia Murakami, Division Administrator, Benefit, Employment and Support Services Division (BESSD)

Direct questions to (name & position):
Patricia Murakami, BESSDA

Phone number:
586-5230

e-mail address:
pmurakami@dhs.hawaii.gov.

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.



Department Head Signature

4/28/04

Date

Lillian B. Koller

Typed Name

Director

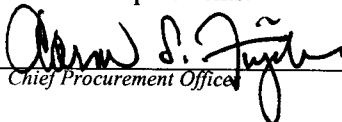
Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied


Chief Procurement Officer

4/30/04
Date

cc: Administrator
State Procurement Office

REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

ATTACHMENT

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The federal request for application (RFA) for Food Stamp Program Participation Grant requires that the prospective applicant must submit an acceptable proposal that involves a partnership between a State agency and one or more private non-profit organizations, including faith-based or community-based organizations. The State must submit the application by May 7, 2004. The Food and Nutrition Service, USDA, will award an additional ten (10) points to an application that includes a new partnership between a State agency and private non-profit organization. The "new partnership" means a joint effort between a State agency and a private non-profit organization where a non-profit organization has not had a financial arrangement involving the Food Stamp Program (FSP) and this particular State within the last three years. The RFA specifically encourages "a successful proposal could tie an innovative State development with outreach activities, spearheaded by a private no-profit organization". Further, The RFA stipulates that between ten and twenty-five percent of the project funding must be allocated to the private non-profit organization. Lastly, the State agency in partnership with a non-profit organization must implement a project consist of, but is not limited to the following:

1. Establishing methods for applying for benefits and determining eligibility that use communications by telephone (i.e., telephone centers that accept and begin processin applications and changes).
2. Coordinating the application and eligibility determination processes, including verification practices, under the FSP with those of other Federal, State, or local assistance programs (e.g., SCHIP, Medicaid, TANF and Child Care programs).
3. Establishing methods for applying for benefits that improve the administrative infrastructure used in processing applications and determining eligibility. For example, analysis of a State agency's existing application processing could suggest re-structuring staff assignments, changing the sequence of items in the application interview, or automating parts of the verification process.
4. Improving methods for enrolling eligible households.
5. Providing easier access to local food stamp office staff.
6. Providing the participant with easier access to food stamp services (e.g., allowing applicants to apply for services in grocery stores, malls, clinics, schools, etc.)

7. Streamlining local food stamp office procedures.
8. Training food stamp personnel to use systems, techniques, or skills involved in their grant-funded project or training that focuses on improving customer services, which are geared towards promoting easier or better access. (Training that aims to improve general casework or technological skills not linked to the program improvement strategies of a funded project would not be allowable.)
9. Re-designing application forms or other printed media used in the outreach, application, or certification processes of one or more State agencies to make them user-friendlier.
10. Procedures aimed at making the process of restoring food stamp eligibility for immigrants more effective and efficient. (This could include providing translators for non-English speaking participants.)

Thus, in order to submit an acceptable proposal, the Department needs to enter into a partnership with a non-profit organization, that has statewide infrastructure, background in social services, experience in dealing with welfare related issues and target groups, and support from the community-based and faith-based organizations, and ability to address and implement the foregoing components of the project, prior to the submittal deadline of May 7, 2004.

The State has recognized the Legal Aid Society of Hawaii (LASH), a nonprofit corporation established in 1950, the state's largest public-interest law firm, as its partner to implement some of the goals of the RFA, *viz.*, expanding outreach programs and identifying State administrative procedures which would hinder access to food stamp benefits by eligible households. The State believes that a partnership between DHS and LASH will be practical and advantageous to the State for the following reasons:

1. LASH has not had a financial arrangement with the Food Stamp Program of DHS within the last three years.
2. LASH is uniquely and exclusively equipped with the expertise, infra structure, and systems to provide all of the requirements of the non-profit social service agency contractor. LASH has been in existence for 54 years and maintains an excellent reputation for sophisticated internal delivery systems, an experienced and stable staff, and delivering high quality services to those it serves as well as with the organizations and entities that it partners with.
3. A statewide presence with 9 offices throughout the state. For the past 20 years LASH has continually operated offices on all six of the primary islands in our state. LASH has one staffed office on Maui, Kauai, Molokai and Lanai; two offices on the Big Island in Kona and Hilo; and three offices on Oahu in Honolulu, Waianae and Kahaluu. It is the only non-profit organization that has offices on all six primary islands.

4. An extensive expertise in using technology to assist clients and other partner agencies to achieve desired goals. LASH has a sophisticated web site (legalaidthawaii.org) designed specifically to assist low income individuals and families as well as social service agency staff to become informed about legal rights and prepare the legal documents required to assert those rights; video technology in all of its offices except for Lanai which assists eligible clients and the staff of partner social services agencies to more effectively communicate with those in LASH who have the expertise to assist them in resolving their legal problems; an existing partnership between agencies on Oahu and Maui to use video conferencing technology placed in each of the partner agencies to coordinate services for mutual clients; and an active email listserv to coordinate services, required support and training of over 130 social service staff in 40 agencies throughout the state.
5. A nationally recognized statewide telephone Hot Line. LASH has operated a highly sophisticated statewide Hotline continually since 1995. The Hotline is called the Information System for Legal Information Statewide (ISLANS) and handles over 17,000 calls each year from persons seeking information, advice or representation. ISLANS also operates as the hub between LASH and the 8 other legal services programs operating in Hawaii by accepting referrals from any of them to provide initial assistance on any matter and then referring the client to the appropriate Legal Service program according to written protocols with each partner legal service program.
6. A long history of providing training and support to social service agencies and other partners throughout the state. For the past 8 years, LASH has conducted training annually on Oahu, Maui, Kauai and the Big Island to the staff of social service agencies and other partner organizations. These training events last for 2 consecutive days and cover all of the aspects of governmental benefits including the food stamp program. Between 40 and 100 people attend each of these trainings. In addition, LASH operates a monthly training for the same audience on selected topics with these trainings being available through video conferencing technology to staff throughout the state.
7. A strong understanding of the intricacies of the legal requirements for eligibility of low-income individuals and families in the food stamp program. LASH is the only non-profit organization in the state that has a past and current history and staff with extensive and thorough knowledge of all of the federal and state legal requirements to initiate and maintain eligibility for the food stamp program. Its staff throughout each of its 9 local offices is solely unique in their ability to provide advice and assistance to clients and social service agency staff on accessing the food stamp program.
8. An established expertise in creating partnerships with private employers, unions and social service staff. LASH has initiated and coordinated a number of complex

and sophisticated projects with all of the required partners in this effort. For the past 9 years it has operated a legal services program for members of the Teamsters Union and the Hawaii Government Employees Association to assist and represent them with their Legal Problems. For the past 5 years LASH has operated a Low Income Taxpayer project which coordinates tax return preparation with referrals from private employers and will facilitate its coordination of services with HR Block, one of the partners in this food stamp participation application. For the past 10 years LASH has worked in close and formal partnerships with over 100 social service agencies throughout the state on a variety of efforts, some of which have been highlighted above. **Attached are the letters of support for and partnership with LASH from various community-based and faith-based organizations regarding the RFA for Food Stamp Program Participation Grant.**

Because of these unique and exclusive qualifications of LASH, the specific RFA requirements regarding partnership with a private non-profit organization and deadline to submit the proposal, it is appropriate that an exemption is granted from the normal procurement requirements (103F, HRS).

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

See above.

THE SALVATION ARMY

FAMILY TREATMENT SERVICES

845 2ND AVENUE / HONOLULU, HAWAII 96816
PHONE (808) 732-2802 / FAX (808) 734-7470



WILLIAM BOOTH, Founder
PAUL B. HAZEN, General
DAVID EDWARDS, Territorial Commander
DON R. MONROE, Divisional Commander

March 31, 2004

M. Victor Geminiani
Executive Director
Legal Aid Society of Hawai'i
924 Bethel Street
Honolulu, HI 96813

Dear Mr. Geminiani:

The Salvation Army Family Treatment Services is pleased to be able to extend its support and commitment as a partner to the Legal Aid Society of Hawai'i for the USDA Food Stamp Access Through Technology Project.

As a provider of chemical dependency services for pregnant and parenting women and their children, we deal primarily with individuals and families who receive Food Stamps as well as TANF assistance. We see on a daily basis how the application processes for assistance often create barriers of their own for families trying to start their lives over again. It is time-consuming, often taking them away from valuable treatment time, and sometimes is not a user-friendly system.

We do all we can to expedite our admissions for treatment, often needing to overcome geographic, transportation and childcare barriers in order to secure food stamps and other government assistance. This grant will help to remove some of those barriers to self-sufficiency, and we are pleased to have been invited to partner with Legal Aid.

We are so excited to hear about your project and cannot wait to begin this partnership! We have learned so much from you and your organization already about how technology can resolve so many challenges and at the same time support our families with their ever-pressing needs.

Through this grant, we look forward to accessing the latest software and technology to bring the food stamp application process to the families in a timely and effective way, while assisting our families in achieving their goal of self-sufficiency.

We understand, as a partner, that we will be participating in various data collection and program evaluation processes. We agree to assist and participate in both of these components, as specified by the USDA.

Once again, we thank you for the opportunity to be included in this project. Legal Aid is such a great partner in our community. Every time we partner with you, we know our families grow a little bit closer to gaining self-sufficiency.

PARTICIPATING
AGENCY



Alpha
United Way

**IN THE NAME OF
JESUS CHRIST**

PEH No. 04-34

Best wishes to you and everyone at Legal Aid.

Sincerely,

Claire W. Woods, M.Ed
Executive Director

A handwritten signature in cursive script that reads "Claire W. Woods". The signature is written in dark ink and is positioned to the right of the typed name.

Honolulu Community Action Program, Inc.

A Non-Profit Human Service Agency
1109 Maunakea Street, 2nd Floor • Honolulu, Hawaii 96817-5156
Telephone (808) 521-4531 • Fax (808) 521-4538



Ruby L. Hargrave
Executive Director

Any T. Chun
Controller

OFFICERS

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Tamara Amund
Secretary-Treasurer

LOCATIONS

CENTRAL
80-102 Kukulua Street
Aiea, Hawaii 96101-3801
Phone: 408-0804

KALANI-PALAMA
1555 Hialeka Drive, #2408
Honolulu, Hawaii 96817-5800
Phone: 847-0804

LEAHI
1916 Palala Avenue
Honolulu, Hawaii 96818-2928
Phone: 732-7150

LEEWARD
85-555 Farrington Hwy.
Wahiawa, Hawaii 96781-2334
Phone: 856-4251

WINDWARD
47-232 Waiheke Road
Kaneohe, Hawaii 96744-4847
Phone: 233-5724

KAPALANA HEAD START
5 Sand Island Access Road
Bldg. 021
Honolulu, Hawaii 96818-1905
Phone: 847-2400

KUNIA HEAD START
Old Kunia School
Kunia Drive
Kunia, Hawaii 96859-0240
Phone: 821-8000

March 31, 2004

Mr. Victor Geminiani
Executive Director
Legal Aid Society of Hawaii
P. O. Box 37375
Honolulu, Hawaii 96813]

Dear Mr. Geminiani:

The Honolulu Community Action Program, Inc. is in full support of your application for a Research Grant to Improve Food Stamp Program Access from the U. S. Department of Agriculture, Food and Nutrition Services. As a community action agency, we are committed to provide opportunities to the low income population. This proposal will enable the poor to receive supplemental assistance to their high food cost.

We appreciate the long working relationship with your agency. As a partner in this project, HCAP will be able to expedite the Food Stamp eligibility process for the low income population on the island of Oahu. We look forward to having our staff trained by your agency in the eligibility screening process.

Please feel free to contact our Community Service Operations Manager, Tom Matsuda, at 521-4531, if you have any questions or need further assistance.

Sincerely,

Ruby L. Hargrave
Executive Director

RLH/jm

"Equal Opportunity Employer"

PEH No. 04-34



BOARD OF DIRECTORS

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Martin Leary
Fred Heywood Realty

Debra L. Johnson
President/CEO

April 1, 2004

Victor Geminiani
Executive Director
924 Bethel Street
Honolulu, Hawaii 96813

Dear Mr. Geminiani:

We are pleased to offer this letter of support for Legal Aid's participation in a proposal to the Food and Nutrition Service of the United States Department of Agriculture. The Maui Food Bank has been committed to providing hunger relief services to Hawaii's people for over 10 years. At the Maui Food Bank we believe that no one should go to bed hungry or have to face tough choices between paying the rent or buying food.

The Maui Food Bank provides the vital link between those that have food and those that need food. The primary role of MFB is to collect food from the community (reclamation from retail/wholesale and food drives) and distribute it via a charitable network of agencies that are members of the Maui Food Bank who in turn utilize the food to feed the hungry throughout the county. Member agencies include soup kitchens and emergency food pantries, homeless shelters, day care centers and youth programs. The Maui Food Bank also provides Direct Service to individuals via the Food for Families program. The programs that are supported by the Maui Food Bank as well as our direct service program are the main providers of hunger relief to Maui, Moloka'i and Lana'i. The areas of West Maui and Moloka'i have some of the highest rates of food insecurity in the state.

It has been a pleasure working with the Legal Aid Society of Hawaii in the provision of social services to the low- to moderate-income population communities. Your agency's commitment to providing civil legal services to Hawaii's poverty population has helped more families by providing vital support that that they would not be able to find elsewhere. We are particularly interested in your success in helping us help more of our clients obtain food stamps. We see many clients that could benefit from the food stamp program but are hesitant to apply for a variety of reasons.

We support you in your request for funds. We believe that such services are greatly needed in our community and that Legal Aid's quest to provide equal access to justice through the provision of holistic services and collaborations would serve these individuals and families well.

Respectfully submitted,

Debra L. Johnson
President/CEO

MAUI COMMUNITY FOOD BANK • P.O. BOX 1693 • Kahului, HI 96733-1693
Phone (808) 877-4357 • Fax (808) 877-0925 • Email mfb2@maui.net • Tax ID# 99-0315110

PEH No. 04-34

MENTAL HEALTH KOKUA/LANAI
(Lanai Human Services Alliance)

LUCENA G. NICOLAS

Phone/FAX: (808) 565-9566

April 1, 2004

TO: Mr. Victor Geminiani
Executive Director
924 Bethel Street
Honolulu, Hawaii 96813

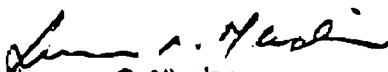
Dear Mr. Geminiani:

We are please to offer this letter of support for Legal Aid's participation in a proposal to the food and Nutrition Service of the United States Department of Agriculture. The Lanai Human Service has been committed to providing crisis intervention and is dedicated to making access to a range of needed human/social service available to Lanai residents. Lanai Human Service Alliance has been operating for about 10 years. The Island of Lanai has a population of about 3000 people. The geographical distribution of the population in Hawaii affects the distribution of resources. Many federal and state agencies allocate resources on a per capita basis leaving the smaller islands with limited resources in terms of transportation, education, health and human services. The LHSA provides an opportunity to maximize existing resources by linking agencies together in effective ways, for the joint creation of needed services, and increases the sense of local ownership of the problem and the solution.

It has been a pleasure working with the Legal Aid Society of Hawaii in the provision social services to the low-to moderate-income population communities. Your agency's commitment to providing civil legal service to Hawaii's poverty population has enable them to get legal advice. It has been a great pleasure to be able to make referrals to those that are in need of legal help.

We support you in your request for funds. We believe that such services are greatly needed in our community and that Legal Aid's quest to provide equal access to justice through the provision of holistic services and collaborations would serve these individuals and families well.

Respectfully submitted,


Lucena G. Nicolas
Intake Worker

LINDA LINOLE
GOVERNOR



ARNOLD ENOKI
ADMINISTRATOR

MARK J. BENNETT
ATTORNEY GENERAL

STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
CHILD SUPPORT ENFORCEMENT AGENCY

KAUAI BRANCH
4180 RICE STREET, SUITE 104
LIHUE, HI 96766
1 (848) 317-9081
FAX: (808) 241-3816

March 31, 2004

Victor Geminiani
Executive Director
924 Bethel St.
Honolulu, HI 96813

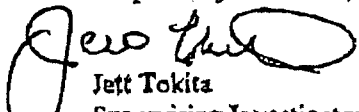
Dear Mr. Geminiani:

I am pleased to offer this letter of support for Legal Aid's participation in a proposal to the Food and Nutrition Service of the United States Department of Agriculture. The Child Support Enforcement Agency, Dept. of the Attorney General, State of Hawaii, has been committed to providing child support and paternity establishment services to the people of Hawaii since 1976, which includes all segments of the population here in Hawaii, including those individuals in the lower income brackets.

It has been a pleasure working with the Legal Aid Society of Hawaii throughout the years providing services to low to moderate income population communities. Your organization's commitment to providing civil legal services to Hawaii's poverty-level population should be commended. The Child Support Enforcement Agency has always maintained an excellent working relationship with your agency, and in turn, the general public has reaped the benefits of this working partnership.

We strongly support you in your request for additional funding. We believe that such services are greatly needed in our community and that Legal Aid's quest to provide equal access to the justice system through the provision of holistic services and collaborations would serve these individuals and families in need.

Respectfully submitted,


Jett Tokita
Supervising Investigator

STATE OF HAWAII
DEPARTMENT OF HEALTH
ADULT MENTAL HEALTH DIVISION



KAUAI COMMUNITY MENTAL HEALTH CENTER

Adult Mental Health Services

Friendship House
Psychosocial Rehabilitation Services

3-3212 Kuhio Highway
Lihue, Kauai, HI 96786-1142
Phone: (808) 274-3180
Toll Phone: (808) 274-3195
Fax: (808) 274-3194

April 2, 2004

4-1751 Kuhio Highway
Kapaa, Kauai, HI 96786-2084
Phone: (808) 821-4430
Fax: (808) 821-4433

Victor Geminiani
Executive Director
924 Bethel Street
Honolulu HI 96813

Dear Mr. Geminiani:

I am pleased to provide this letter of support to the Legal Aid Society of Hawai'i, Kauai Branch, in their efforts to participate in a grant proposal to the Food and Nutrition Service of the United States Department of Agriculture. The Kauai Community Mental Health Center has provided mental health services to the Severe and Persistently Mentally Ill population of Kauai that are unable to afford private mental health treatment. Our agency has been providing such services to our psychiatrically disabled population for over three decades and in our efforts to provide the basic food and shelter needs necessary for consumer's recovery, we collaborate frequently with many other social service agencies. On Kauai, the Legal Aid Society has been a godsend for many of our consumers as they have facilitated their consumer's efforts to access food stamps.

With this collaborative grant between the Legal Aid Society and the Department of Human Services, our Severe Mentally Ill consumers who have low education, learning disabilities, English as a second language and cognitive deficits secondary to their psychiatric disturbance will be greatly assisted in their efforts to acquire food stamps in a efficacious fashion by allowing social services providers to assist them in filling out applications on line. This will be an exceptional benefit to our needy and most vulnerable population.

We strongly support you in your request for funds and believe that such services are highly needed in our rural community. Legal Aid Society's efforts to provide equal access to social services will address an acute need on our remote Island to help those most in need and help serve the interest of our consumers and their families.

Yours Sincerely,

Keith H. Claypoole, Ph.D.
Center Manager, Kauai Community Mental Health Center
Associate Professor Department of Psychology
University of Hawai'i at Manoa

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

F. 3

LEGAL AID SOCIETY OF HAWAII FAX NO. 808 246 3353

PEH No. 04-34

**MOLOKA'I GENERAL HOSPITAL****MOLOKAI FAMILY SUPPORT CENTER, POB 2099, Kaunakakai, HI 96748 (553-3276)**

P.O. Box 408 • Kaunakakai, Hawaii 96748 • Phone: (808) 553-5331 • FAX: (808) 553-3133

March 31, 2004

Victor Geminiani, Esq.
Legal Aid Society of Hawaii
924 Bethel Street
Honolulu, HI 96813

Dear Mr. Geminiani:

Please accept this letter support for Legal Aid's participation in a proposal being submitted to the Food and Nutrition Service of the U.S. Department of Agriculture.

Molokai Family Support Center has operated a community emergency food pantry since 1991, serving an average of 40-60 families per month, with a hundred or more direct beneficiaries. MFSC also administers several private funds to provide emergency aid to the elderly, children, or individuals with special health conditions.

Over the years, MFSC has collaborated with Legal Aid to meet the needs of individuals and families in crisis. We feel confident that the Molokai LASH office staff has the experience and aloha to provide the holistic services that these individuals/families deserve and require, and believe that the proposed advocacy services are greatly needed on Molokai.

Thank you for your ongoing support of Molokai's LASH and of the USDA proposal. Please feel free to call me if additional information is required.

Sincerely,

Claire A. Iveson, Director
MOLOKAI FAMILY SUPPORT CENTER